

## FORM 2: Project Management Timeline

Student Name:

Capstone Title:

Preceding Semester	<ul style="list-style-type: none"> <li>• Capstone advisor selected.</li> <li>• Permission to Enroll Form completed, signed and routed to Student Services along with the Intent to Graduate form.</li> </ul>
Prior to Semester Start	<ul style="list-style-type: none"> <li>• Student enrolls for course.</li> <li>• Student sends an undated/expanded Capstone Proposal (Form 1) to capstone advisor by email. Sets date for first meeting of semester to take place first week of class.</li> <li>• Student begins work on Project Management Timeline (Form 2) to discuss with capstone advisor on week one.</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>• Student meets with advisor, further shaping project, signing Form 1 and discussing details of Form 2.</li> <li>• Student and advisor agree upon meeting schedule.</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Secondary capstone advisor selected, if desired, and informed of all matters related to project.</li> <li>• Timeline is handed in, detailing the steps of the project.</li> </ul>
Week 3	<p><i>Completed and delivered this week:</i>  <b>First group meeting of capstone students to be scheduled.</b></p>
Week 4	<p><i>Completed and delivered this week</i></p>
Week 5	<p><i>Completed and delivered this week:</i></p>
Week 6	<p><i>Completed and delivered this week:</i></p>
Week 7	<p><i>Completed and delivered this week:</i></p>
Week 8	<p><b>Mid term Progress Report DUE (Form 3)</b>  <i>Completed and delivered this week:</i></p>
Week 9	<p><i>Completed and delivered this week:</i></p>
Week 10	<p><i>Completed and delivered this week:</i>  <b>Second group meeting of capstone students to be scheduled.</b></p>
Week 11	<p><i>Completed and delivered this week:</i></p>
Week 12	<p><i>Completed and delivered this week:</i></p>
Week 13	<p><i>Completed and delivered this week</i></p>
Week 14	<p><b>Final Progress Report DUE (Form 3)</b></p>

Week 15	<i>Completed and delivered this week:</i>
Week 16	Capstone presentation to take place. Students must set aside the entire date for presenting and preparing to present their capstone project. Presentation poster, project in executable format, 2 copies of project and final report for advisor on CD/DVD, resume and business cards if appropriate.
Week 17	Final Exam Week

The following indicate that the student and the capstone advisor mutually agree to the timeline for this project as outlined above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Capstone Advisor